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AUTHOR	Doig, Judith
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ABSTRACT

This book is about disaster recovery for archivists, librarians, and records managers. It discusses the history of disaster recovery and attempts to identify disasters which have occurred in Australia and New Zealand. The book aims to persuade the reader that disasters may happen in even the best run institution, to alert the reader to what is involved in developing a disaster recovery plan, to guide the reader in the development of such a plan, and to discuss ways in which staff may be trained in the procedures and skills involved. Paper-based files, files, books and records, but also includes some multimedia materials are discussed. Textiles, paintings, and artifacts are not covered. The book consists of four extensive chapters: (1) "An Historical Overview"; (2) "Management Issues in Disaster Recovery Planning"; (3) "Preparing a Disaster Recovery Plan"; and (4) "Training the Teams." A bibliography and index are also included. (Author/AEF)

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